

Reportal

The Swedish Maritime Single Window

User guide for Excel MSWSE Sweden Template

Version 3.3.0

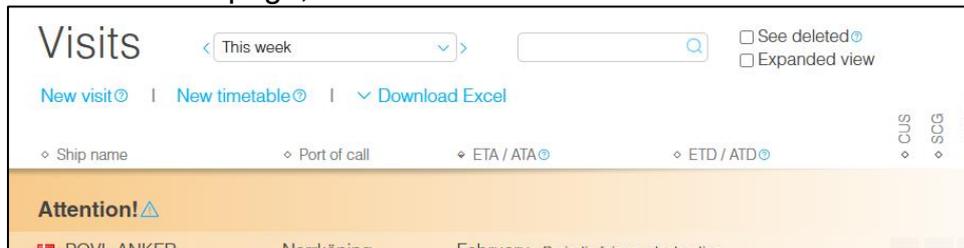
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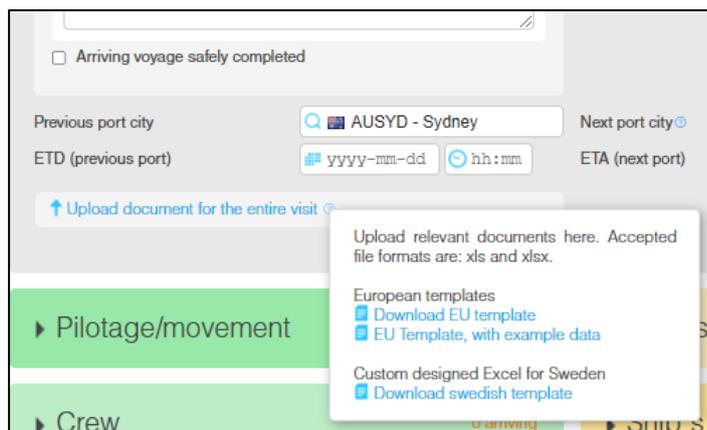
How to download the Excel MSWSE Sweden Template

There are several places where you can find and download the Sweden Template. We do recommend that you always download from one of the places below, to make sure that you get the latest version.

1. You can go to the home page of [the Swedish Maritime Administration](#) and there you can choose to download the preferred Excel Template.
2. You can download the Excel Template when you are logged in to MSW Reportal from one of the following places:
 - a. From the Visits page, via “Download Excel”



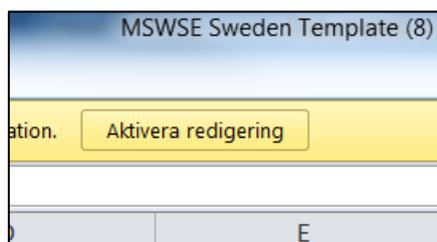
- b. From your created visit and the Overview, via the question mark (?) right next to “Upload document for the entire visit”.



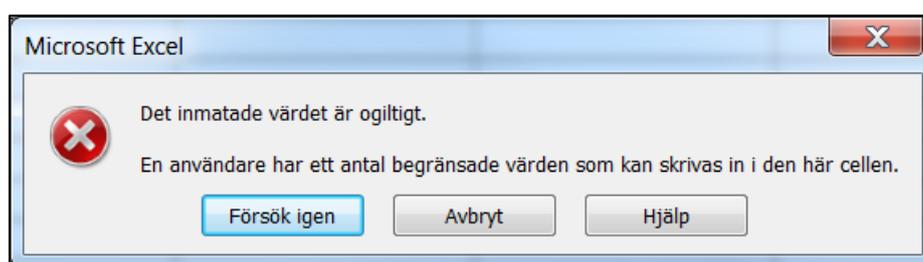
3. From your created visit and under the question mark (?) right next to “Upload list” in some of the sections: e.g. “Crew”, “Passengers”, “Security”, “Goods to declare/Vehicles”, “Ships store” and “Waste”.



When you have downloaded the Sweden template to your computer and want to start editing you need to press “Aktivera redigering”. This is Swedish for “activate editing”. You can find this yellow message on the top when you open the Excel file.



Note: As soon as you type in a value that is not accepted in Excel you will get a message:



This means that you can't use a value that doesn't exist in the “reference data” tab.

How to fill in the MSWSE Sweden Template column for column

Crew list

| CREW LIST | | | | | |
|---------------------------|-----------------------------|---|------------------------------|------------------------------|---|
| *Family name MANDATORY | *Given name(s) MANDATORY | *Nationality MANDATORY | *Date of birth MANDATORY | *Place of birth MANDATORY | (*Nature of identity document MANDATORY if "Number of identity document" filled out) |
| | | (*Number of identity document MANDATORY if "Nature of identity document" filled out) | *Rank or rating MANDATORY | *Gender MANDATORY | *Crew's Effects MANDATORY Enter "NTD" if no effects |
| | | | | | *Boarding type MANDATORY |

| A | B |
|---------------------------|-----------------------------|
| CREW LIST | |
| *Family name MANDATORY | *Given name(s) MANDATORY |
| Johansson | Maria |
| Andersson | Erik |
| Karlsson | Anna |

Column A-B, required: Column A-B can contain any combination of letters as long it is letters and nothing else. When a person doesn't have two names you are required to type "Unknown".

| C |
|---------------------------|
| *Nationality MANDATORY |
| unknown |
| Sweden |
| Paraguay |
| Peru |
| Philippines |
| Pitcairn |
| Poland |
| Portugal |
| Puerto Rico |
| Qatar |

Column C, required: Fill in the correct name of the country. You have a dropdown bottom to help you find the correct spelling. You also have the option to type "Unknown". All the countries exist in the tab "Reference data".

| D |
|-----------------------------|
| *Date of birth MANDATORY |
| 1955-01-08 |
| 1958-06-19 |
| 1961-11-28 |

Column D, required: Fill in date of birth. The accepted formats of date in the Excel "MSWSE Sweden Template" are: YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY

| E |
|-------------------------------------|
| |
| *Place of birth MANDATORY |
| Unknown |
| Manila |
| Kigali |

Column E, required: Name of the city or place the person is born. Any combination of letters is possible and you can type unknown if needed.

| F |
|--|
| |
| (*)Nature of identity document (MANDATORY if "Number of identity document" filled out) |
| Passport |
| SeamansBook |
| Passport |
| SeamansBook |

Column F, required if: There are only two valid options for identity: Passport or Seamans Book. You can use the dropdown to see the two. This one is required if *Number of identity document* (Column G) is filled out.

| G |
|--|
| |
| (*)Number of identity document (MANDATORY if "Nature of identity document" filled out) |
| 482283289 |
| 193685214 |
| 759688523 |

Column G, required if: Make sure that you type all the numbers correctly. All passports have different numbers and they can even have letters and/or shorter or longer combinations than from other countries. Same thing with the Seamans book

This one is required if *Nature of identity document* (Column F) is filled out.

| H |
|-------------------------------------|
| |
| *Rank or rating MANDATORY |
| AbleSeaman |
| Captain |
| JuniorEngineer |
| LaundryMaster |
| Lifeboatman |
| Maitred |
| MarineCrew |
| MarketingRevenueMngr |
| Master |
| MasterFirstClassPilot |

Column H, required: When you fill in this section it is important that you use "rank" that exists in the "reference data" tab.

Note: That for example "Able seaman" is correct but "Seaman able" is not. Use the dropdown function to find the correct rank. If you uncertain or the raking doesn't exist in the reference tab you can type "other".

| |
|----------------------|
| I |
| |
| *Gender MANDATORY |
| Male |
| Female |
| X |
| Male |
| Female |
| X |

Column I, required: You have three options to choose from when it comes to gender: Male, Female or X.

Select the value by using the drop down list.

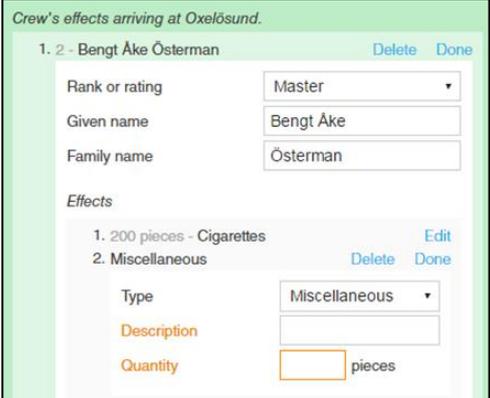
| |
|---|
| J |
| |
| *Crew's Effects MANDATORY Enter "NTD" if no effects |
| 24 beer, 12 drugs |
| NTD |
| 22 1, 24 16 |

Column J, required: You must enter a value in Crew's effect, If no effects - Enter NTD (Nothing to declare).

When you fill in the Crew's effects it is very important that you do it correctly. You can put the mouse over  symbol to see how. There are several ways to fill it in. Example: "200 cigarettes" or "200 4".

Note: The amount is filled in first. If you want to fill in several things in the same row you can for example type: "200 cigarettes, 150 beer, 100 wine" or "200 4, 150 16, 100 3".

If the thing the person has is not listed you can always type "Miscellaneous". But then you will need to fill in a description and quantity inside MSW reportal. See picture to the right.



| |
|-----------------------------|
| K |
| |
| *Boarding type MANDATORY |
| Embarkation |
| Disembarkation |
| Transit |
| Embarkation |
| Disembarkation |
| Transit |

Column K, required: In this column you have three valid options. "Embarkation", "Disembarkation" or "Transit" (if crewman is still onboard).

Select the value by using the drop down list.

Passenger list

| PASSENGER LIST | | | | |
|---|-----------------------------|---|-----------------------------|----------------------|
| *Family name MANDATORY | *Given name(s) MANDATORY | *Nationality MANDATORY | *Date of birth MANDATORY | Place of birth |
| (*)Nature of identity document (MANDATORY if "Number of identity document" filled out) | | (*)Number of identity document (MANDATORY if "Nature of identity document" filled out) | | *Gender MANDATORY |
| Require special care | | | *Boarding type MANDATORY | |

| A | B |
|---------------------------|-----------------------------|
| PASSENGER LIST | |
| *Family name MANDATORY | *Given name(s) MANDATORY |
| Jönsson | Marianne |
| Carlsson | Sven |
| Petersson | Lena |
| Lindberg | Helena |
| Magnusson | Fredrik |
| Lindström | Emma |

Column A-B, required: Column A-B can contain any combination of letters as long as there are letters and nothing else. If a person doesn't have two names you are required to type "Unknown" in one of the columns.

| C |
|---------------------------|
| *Nationality MANDATORY |
| Sweden |
| Norway |
| Norway |
| Oman |
| Pakistan |
| Palau |
| Palestinian territories |
| Panama |
| Papua New Guinea |

Column C, required: Fill in the correct name of the country. You have a dropdown bottom to help you find the correct spelling. You also have the option to type "Unknown". All the countries exist in the tab "Reference data".

| D | |
|---|--------------------|
| | |
| *Date of birth MANDATORY | |
| 1980-04-23 | |
| 1975-09-13 | Date format |
| 2000.02.02 | YYYY-MM-DD |
| 07.10.1966 | YYYY/MM/DD |
| 23/07/1999 | YYYY.MM.DD |
| 17-02-1977 | DD-MM-YYYY |
| | DD/MM/YYYY |
| | DD.MM.YYYY |

Column D, required: Fill in date of birth. The accepted formats of date in the Excel “MSWSE Sweden Template” are: YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY

A list of correct date formats will appear when you are in the column.

| E | F |
|-----------------------|---|
| | |
| Place of birth | (*)Nature of identity document (MANDATORY if "Number of identity document" filled out) |
| Stockholm | None |
| Oslo | IdentityCard |
| Berlin | |
| Hong Kong | None IdentityCard |
| Kampala | Passport |
| La Paz | RegistrationDocument ResidencePermit SeamansBook Visa |

Column E: Enter the name of the of city or place of birth. Any combination of letters is possible and you can type “Unknown” if needed.

Column F, required if: Required if “Number of identity document” is filled out.

Enter Passport, Identity card, None, Registration Number, Residence Permit, Seamans Book or Visa.

Use the drop down list to choose a “Nature of identity document”.

| G |
|---|
| |
| (*)Number of identity document (MANDATORY if "Nature of identity document" filled out) |
| EB89626423231 |
| 29745452922 |
| CG87654367RT |
| LV98765444SFD |

Column G, required if: Required if “Nature of identity document is filled out.

Make sure that you type all the numbers correctly. All passports have different numbers and they can even have letters and/or shorter or longer combinations then from other countries.

| H | |
|----------------------|----|
| | |
| *Gender MANDATORY | |
| Male | Re |
| X | |
| Female | |
| Female | |
| Male | |
| Female | |
| X | |

Column H, required: You have three options to choose from when it comes to gender: Male, Female or X. Select the value by using the drop down list.

| I | |
|----------------------|--|
| | |
| Require special care | |
| Wheelchair | |
| | |
| | |

Column I: Enter if any special care is required, eg. Wheelchair.

| J | |
|-----------------------------|--|
| | |
| *Boarding type MANDATORY | |
| Embarkation | |
| Disembarkation | |
| | |
| Embarkation | |
| Disembarkation | |
| Transit | |

Column J, required: Choose the Boarding type for the passenger in the drop down list - Embarkation, Disembarkation or Transit.

Ship stores

Column A: Do not remove or change the “Name of article”.

Column B – Quantity, required: Fill in correct number of quantity. See the example below.

If you have an article onboard which needs to be declared but don't exist on the list, use the article “Miscellaneous”.

If you do not have the article on board, keep zero (0).

Column C – Unit: Tell which Unit type you use

Note: You can only use two decimals in the system.

| A | B | C |
|------------------------------|------------------------|---------------------------|
| SHIP STORES | | |
| Name of article | *Quantity MANDATORY | Unit |
| <i>AlcoholicSpirits</i> | 5 | <i>Litres</i> |
| <i>OtherAlcoholicSpirits</i> | 0 | <i>Litres</i> |
| <i>Wine</i> | 0 | <i>Litres</i> |
| <i>Cigarettes</i> | 5,22 | <i>Number of articles</i> |
| <i>Cigars</i> | 100 | <i>Number of articles</i> |
| <i>Tobacco</i> | 0 | <i>Kilogram</i> |
| <i>Fuels</i> | 0 | <i>Litres</i> |
| <i>Lubricants</i> | 0 | <i>Litres</i> |
| <i>Drugs</i> | 0 | <i>Kilogram</i> |
| <i>FleshAndFleshProducts</i> | 0 | <i>Kilogram</i> |
| <i>FireArms</i> | 0 | <i>Number of articles</i> |
| <i>Ammunition</i> | 0 | <i>Number of articles</i> |
| <i>Animals</i> | 0 | <i>Number of articles</i> |
| <i>FortifiedWine</i> | 0 | <i>Litres</i> |
| <i>LightWine</i> | 0 | <i>Litres</i> |
| <i>Beer</i> | 0 | <i>Litres</i> |
| <i>Miscellaneous</i> | 0 | <i>Number of articles</i> |

Waste and Residues

Waste delivery is mandatory in all Swedish ports and when delivery has started the ship has to deliver all its waste. If the ship has such small amounts of waste on board, that it is unreasonable to deliver, the ship may proceed without delivery.

Red asterisk and Mandatory in red indicates whether or not a the information is mandatory. **Note** that “Last disposal date” and “Last disposal port” is also mandatory to report.

If you report manually in excel, you should enter the following:

| WASTE AND RESIDUES | | *Last disposal date: MANDATORY | *Last disposal port: MANDATORY |
|--|---|---|--|
| | | 2023-03-03 | SEMMA |
| *Waste type MANDATORY | (*Waste specification (MANDATORY for some of the Waste Types, please see the help text of the description) | *Waste to be delivered (m3) MANDATORY | *Amount of waste retained on board (m3) MANDATORY |
| Oily Bilge water | | 4 | 0 |
| Food waste | | 2 | 0 |
| Category X substance - Indicate the proper shipping name of the NLS involved | Waste specification | 2 | 1 |
| Plastics | | 8 | 2 |
| Other (please specify) | Waste Specification | 1 | 0 |

- **Last disposal date, required:** add the date of last delivery.
- **Last disposal port, required:** add last port where waste was delivered.
- **Waste type, required:** add what kind of waste you need to report.
- **Waste specification, required if:** add decription (Mandatory for some of the Waste types, see help text for more details)
- **Waste to be delivered (m3), required:** add the amount of waste the ship will deliver.
- **Amount of waste retained on board (m3), required:** add the amount of waste that will be retained on board. Note that when delivery has started the ship has to deliver all its waste.

| (*Port at which remaining waste will be delivered (MANDATORY if Estimated amount of waste to be generated is bigger than 0) | *Estimated amount of waste to be generated (m3) MANDATORY | *Capacity (m3) MANDATORY | *Delivered at last port (m3) MANDATORY | Date and time of unloading |
|--|--|-----------------------------|---|----------------------------|
| SESTO | 1 | 10 | 0 | 2023-03-05 00:00 |
| SESTO | 2 | 10 | 0 | 2023-03-05 00:00 |
| UNKWN | 1 | 10 | 0 | 2023-03-06 00:00 |
| UNKWN | 0 | 10 | 0 | 2023-03-07 00:00 |
| UNKWN | 0 | 10 | 0 | 2023-03-08 00:00 |

- **Port at which remaining waste will be delivered, required if:** Add which port remaining waste will be delivered, if Estimated amount of waste to be generated is bigger than 0.
- **Estimated amount of waste to be generated (m3), required:** Add estimated amount of waste to be generated between notification and next port of call.
- **Capacity (m3), required:** Add maximum storage capacity.
- **Delievered at last port (m3), required:** Add amount of waste that was delivered in previous port.
- **Date and time of unloading:** Add time of when previous unloading of waste was carried out.

Waste Receipt

The following information is mandatory when reporting waste receipt via Excel-file.

Red asterisk and Mandatory in red indicates whether or not a the information is mandatory.

| WASTE RECEIPT | | | |
|--|--|--|--|
| *Waste Receipt Number MANDATORY | *Treatment facility provider MANDATORY | *Port reception facility provider MANDATORY | *Waste delivery period (from date) MANDATORY |
| *Waste delivery period (to date) MANDATORY | *Waste Type MANDATORY | (*)Waste specification (MANDATORY for some of the Waste Types, please see the help text of the description) | *Quantity (m3) MANDATORY |

Security

| A | B |
|---------------------------------|---|
| SECURITY | |
| *Valid ISSC MANDATORY | (*)ISSC Issuer (MANDATORY if Issuer Type is filled out) |
| Yes | Lloyd's Register |
| Security level (ISPS) | |
| 2 | |

| F |
|---|
| (*)Comments (MANDATORY if Valid ISSC is NO) |
| |

- **Valid ISSC, required:** Only two options. YES or NO. If you put NO, you need to specify a reason in column F “**Comments**”. (If you don’t, you need to explain why inside the MSW Reportal, see above).
- **Security level (ISPS):** Only three options: 1, 2, or 3.
- **ISSC Issuer, required if:** There is a vast variety of organizations that issue ISSC. Lloyd’s Register is an example of such organization. This one needs to be filled out if Issuer Type has been filled out.

| C | D |
|--|--|
| *ISSC – Type of document MANDATORY | (*) Issuer Type (MANDATORY if ISSC Issuer is filled out) |
| ISSC | RSO |
| SSO Family Name | SSO Given Name |
| Larsson | Lars |

- **ISSC – Type of document, required:** Only two valid options “ISSC” (International Ship Security Certificate) or “IISSC” (Interim International Ship Security Certificate).
- **SSO Family Name:** Family name of the Ship security officer.
- **Issuer Type, required if:** Only two valid options: “GVT” (Contracting Government) or “RSO” (Recognized security organization). It needs to be filled out if ISSC Issuer has been filled out.
- **SSO Given Name:** The name of the Ship security officer.

| | |
|-----------------------------|--|
| ISSC Expiration date | (*)Comments (MANDATORY if Valid ISSC is NO) |
| 2025-02-02 | |
| SSO Phone (24/7) | SSO E-mail |
| +46720010101 | emailtolars@mail.se |

- **ISSC Expiration date:** Here you type in when the ISSC expire. (Accepted formats of date in the Excel MSWSE Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **SSO Phone (24/7):** Enter the telephone number for example the Ship security officer.
- **Comments, required if:** If you have entered NO for “Valid ISSC”, you need to specify a reason in this field. Here you also have an option to comment something that can be of interest regarding the ISSC document, security officer etc.
- **SSO E-mail:** Enter the email address of the Ship security officer.

| | |
|---|--|
| *ISSC document number MANDATORY | ISSC Issuing Date |
| 123456789 | 2022-02-02 |
| SSO Fax | Port facility security code (GISIS) |
| 11111111 | 0123 |

- **ISSC document number, required:** Enter valid document number.
- **SSO Fax:** Enter fax number of the Ship security officer.
- **ISSC Issuing Date:** Enter the date when the ISSC was issued (Accepted formats of date in the Excel MSWSE Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- **Port facility security code (GISIS):** Enter the four digit GISIS code for the arrival port.

| Route - Last 10 ports | |
|-------------------------------|---------------------------------|
| *Date of arrival MANDATORY | *Date of departure MANDATORY |
| 2023-05-09 | 2023-05-10 |
| 2023-05-01 | 2023-05-06 |

- **Date of arrival/departure, required:** Here you add the date when the vessel arrived at a port and when it left (Accepted formats of date in the Excel MSWSE Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
 - If the ship is newly built and haven't been at 10 ports you add as many as you can.
 - If the ship change owner all existing data of earlier port visits shall be deleted.
 - If the ship is going to dry dock, you must give a prior notification to the coastguard before arrival.

| *Port (UNLOCODE) MANDATORY | *Port facility security code (GISIS) MANDATORY |
|-------------------------------|---|
| SESTO | 0001 |
| NOOSL | 0023 |

- **Port (UNLOCODE), required:** In this section you add ports. Make sure you add the right UNLOCODE. To find the right UNLOCODE you can visit <https://www.unece.org/cefact/locode/service/location.html>. It is important that the port you want to add in Excel is approved as an actual port. If the port has "1" under the column called Function it is approved.
 - If you need to add a port which is not on the list or isn't approved ("1" under function) you need to choose another port as closed as possible to your location which is approved and on the list.

| Function |
|----------|
| 1----- |
| 1-3----- |
| 1----- |

- **Port facility security code (GISIS), required:** Here you need to add the correct four digit port facility code for the port. If you are uncertain of which code to use you can use "9999" as an alternative.

| Security level (ISPS) | Special or additional security measures taken by the ship |
|-----------------------|---|
| 1 | |

- **Security level (ISPS):** There is only three numbers that you can use. 1, 2 or 3. You can use the drop down list.
- **Special or additional security measures taken by the ship:** Here you have the option to add additional information regarding the security onboard.

| Ship to ship activities | |
|--------------------------|------------------------|
| *Start date MANDATORY | *End date MANDATORY |
| 2023-01-01 | 2023-01-02 |

- **Ship to ship activities** is only mandatory if activities have been performed, otherwise leave this section blank.
- **Start/End date, required:** Fill in the date when the activity was carried out and when it was finished (Accepted formats of date in the Excel MSWSE Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).

We recommend you to use location as far as possible instead of positions because it can be a bit tricky to get the lat/long correctly. Don't fill in lat/long if you already have Location (the UNLOCODE) filled in.

| (*Location (MANDATORY if Longitude/Latitude is not filled out) | (*Latitude (MANDATORY if Longitude is filled out, also if Location is not filled out) | (*Longitude (MANDATORY if Latitude is filled out, also if Location is not filled out) |
|---|--|--|
| | -90 | -180 |
| SEGOT | | |
| | -62,24 | -122,46 |

- **Location, required if:** Location is required if Longitude/Latitude is not filled out. When you type in the location you must use the right UNLOCODE (XXXXX) for that spot. If the location doesn't exist in the UNLOCODE list you must choose another one that is as close as possible.
- **Latitude, required if:** Latitude must be filled out if Longitude is filled out. Latitude must be written as the example above. In this case -90 translate to S 90° and -62.24 to S 62 °24'00.
- **Longitude, required if:** Longitude must be filled out if Latitude is filled out. Longitude must be written the same way as the example above, in this case -180 translate to W 180 ° and – 122, 46 to W 122 °46'00.

| | |
|---|---|
| <p>*Ship-to-ship activity MANDATORY</p> <hr/> PassengerMovement TakingBunkers ChangingCrew | <p>R</p> <hr/> <p>Ship to ship activity</p> <hr/> PassengerMovement TakingBunkers ChangingCrew |
|---|---|

- Ship-to-ship activity, required:** This is where you add additional information that may be of interest. When you fill in Ship-to-ship activity you need to write and spell exactly as it says in the “Reference data” tab. You can find the correct ones in column R.
 - If you type something that doesn’t exist in the “Reference data” tab the system will translate it into “Miscellaneous”. This means that you must give an explanation of what “Miscellaneous” is inside MSW Reportal. See example below.

| | | |
|----------------|---|--|
| moving | ➔ | 1. 2016-01-01 - Miscellaneous Edit |
| cargo handling | | 2. 2016-01-03 - Miscellaneous Edit |
| crew change | | 3. 2016-01-05 - Miscellaneous Edit |

- In MSW Reportal - If you press “Edit” and then “Advanced” you will get a window called “Comment”. This is where you need to fill in the information.

2. 2016-01-03 - Miscellaneous Delete Done

Activity Miscellaneous ▼

Start date 2016-01-03

End date 2016-01-04

Location SEGOT

Latitude / Longitude /

[^ Advanced](#)

Comment Moving containers on board to receive new cargo

Vehicles

| VEHICLES | |
|-----------------------------------|----------------------|
| *Registration number MANDATORY | Non EU Cargo |
| ABC123 | <input type="text"/> |
| | Yes |
| | No |

- **Registration number, required:** Simply add the registration number of the vehicle.
- **Non EU cargo:** You have only two options to choose from. “Yes” or “No”.

Bunker

If you choose to report bunker you can do this manually in the interface or by upload the Excel file.

| BUNKER | | | | | |
|---------------------------|-----------------------------------|--|-------------------------------------|--|--------------------|
| *Bunker type MANDATORY | *Quantity at arrival MANDATORY | (*Description (MANDATORY if Bunker type is "Other") | *Quantity at departure MANDATORY | (*Description (MANDATORY if Bunker type is "Other") | *Unit MANDATORY |
| Marine Gas Oil | | | | | TNE |
| Marine Diesel Oil | | | | | TNE |
| Intermediate Fuel Oil | | | | | TNE |
| Marine Fuel Oil | | | | | TNE |
| Heavy Fuel Oil | | | | | TNE |
| Liquified Petroleum Gas | | | | | m3 |
| Liquified Natural Gas | | | | | m3 |
| Light Oil | | | | | TNE |
| Other | | | | | TNE |

| BUNKER | | |
|---------------------------|-----------------------------------|--|
| *Bunker type MANDATORY | *Quantity at arrival MANDATORY | (*Description (MANDATORY if Bunker type is "Other") |
| Marine Gas Oil | 100,00 | |
| Marine Diesel Oil | 0,00 | |
| Intermediate Fuel Oil | 0,35 | |
| Marine Fuel Oil | 0,00 | |
| Heavy Fuel Oil | 0,00 | |
| Liquified Petroleum Gas | 5,00 | |
| Liquified Natural Gas | 4,00 | |
| Light Oil | 0,00 | |
| Other | 8,00 | Bunker type description |

In the Excel MSWSE Sweden Template-file you can use maximum four numbers and two decimals.

The bunker information is reported by specifying bunker type, quantity and unit (TNE, metric ton or M3, cubic meter).

If you choose "Other" as "Type" you will also be asked to fill in "Description".

Cruise Route

Enter all visits in the cruise route, including the current port call. If this visit both ends and starts a cruise route, you should enter the information regarding the starting call. The first and the last port will be displayed as T/A.

| CRUISE ROUTE | |
|-----------------------------------|-------------------------------|
| *Date and time (ETA) MANDATORY | *Port (UNLOCODE) MANDATORY |
| | |
| | |

- Date and time (ETA), required:** Here you add the date and time when the vessel arrived at a port: **ETA** (Accepted formats of date in the Excel MSWSE Sweden Template are YYYY-MM-DD or YYYY/MM/DD or YYYY.MM.DD or DD-MM-YYYY or DD/MM/YYYY or DD.MM.YYYY).
- Port (UNLOCODE), required:** In this section you add ports. Make sure you add the right UNLOCODE. To find the right UNLOCODE you can visit <https://www.unece.org/cefact/locode/service/location.html>. It is important that the port you want to add in Excel is approved as an actual port. If the port has "1" under the column called [Function](#) it is approved.

Unloading Goods

The presentation notification of goods can be submitted by uploading a filled out Excel Template in MSW Reportal. Go to the "Goods to declare" section in the "Cargo to unload" panel.

Note! The ENS-MRN and transport document number that you present must be found on the same ENS and at the same level, i.e. master or house. If you wish to present the goods at container level, the container number must be at master level.

When referring to ENS of Type F10 or F13 the presentation must be submitted at master level.

Non-EU goods

Presenting all goods in a ENS

If you unload everything in the ENS, you can present the goods by referring to the ENS at the master level.

Enter the ENS MRN and associated transport document number in the columns for master consignment.

| Non EU | | | | EU | | |
|--|--|--|--|--|--|--|
| Master Consignment | | | | House Consignment | | Proof of Union Status |
| * ENS reference on ENS master level <small>MANDATORY only when presenting non eu goods on master level (If Exempt from ENS use "NOENS")</small> | *Transport document number on ENS master level <small>MANDATORY only when presenting non eu goods on master level</small> | Container number on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | Receiptile on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | ENS reference on ENS house level <small>MANDATORY only when presenting non EU goods on house level (If Exempt from ENS use "NOENS")</small> | *Transport document number on ENS house level <small>MANDATORY only when presenting non EU goods on house level</small> | *reference to Proof of Union Status, PoUS MRN or supporting document. <small>MANDATORY only when unloading EU goods</small> |
| 24IT04000F9CXYAT1 | BA11223355 | ABCD1234567 | | | | |
| 24IT04000F9CXYAT5 | BA11223356 | | 12GHTASESTOAAUR50015001110001 | | | |
| 24IT04000F9CXYAT8 | BA11223357 | | | | | |
| NOENS | BA11223358 | | | 24IT04000F9CXYAT5 | BA11223344 | |
| | | | | NOENS | BA11223345 | |
| | | | | | | 24SE00PP1122AABCC SUPPORTINGDOCUMENT |

If there is an exemption from ENS, enter NOENS instead of ENS-MRN and supplement with a transport document number.

| | | | |
|-------|------------|--|--|
| NOENS | BA11223358 | | |
|-------|------------|--|--|

Presenting parts of the goods in a ENS

If you unload parts of a ENS, you can choose to present the goods in different ways. Either by referring to container number (see point a) or referring to ENS at house level (see point b).

a) **Container.** Enter the ENS MRN, transport documents and container number at master level in the columns for master consignment. Keep in mind that all information needs to be found on the same ENS and on master level.

| Non EU | | | | EU | | |
|---|--|--|--|---|--|--|
| Master Consignment | | | | House Consignment | | Proof of Union Status |
| *ENS reference on ENS master level <small>MANDATORY only when presenting non eu goods on master level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS master level <small>MANDATORY only when presenting non eu goods on master level</small> | Container number on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | Receiptile on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | *ENS reference on ENS house level <small>MANDATORY only when presenting non EU goods on house level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS house level <small>MANDATORY only when presenting non EU goods on house level</small> | *reference to Proof of Union Status, PoUS MRN or supporting document. <small>MANDATORY only when unloading EU goods</small> |
| 24IT04000F9CXYAT1 | BA11223355 | ABCD1234567 | | | | |
| 24IT04000F9CXYAT5 | BA11223356 | | 12GHTASESTOAAUR50015001110001 | | | |
| 24IT04000F9CXYAT8 | BA11223357 | | | | | |
| NOENS | BA11223358 | | | 24IT04000F9CXYAT5 | BA11223344 | |
| | | | | NOENS | BA11223345 | |
| | | | | | | 24SE00PP1122AABBCC |
| | | | | | | SUPPORTINGDOCUMENT |

b) **House consignment level.** Enter the ENS-MRN and transport document number in the columns for house consignment. Keep in mind that all information needs to be found on the same ENS and on the same house consignment.

| Non EU | | | | EU | | |
|---|--|--|--|---|--|--|
| Master Consignment | | | | House Consignment | | Proof of Union Status |
| *ENS reference on ENS master level <small>MANDATORY only when presenting non eu goods on master level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS master level <small>MANDATORY only when presenting non eu goods on master level</small> | Container number on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | Receiptile on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | *ENS reference on ENS house level <small>MANDATORY only when presenting non EU goods on house level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS house level <small>MANDATORY only when presenting non EU goods on house level</small> | *reference to Proof of Union Status, PoUS MRN or supporting document. <small>MANDATORY only when unloading EU goods</small> |
| 24IT04000F9CXYAT1 | BA11223355 | ABCD1234567 | | | | |
| 24IT04000F9CXYAT5 | BA11223356 | | 12GHTASESTOAAUR50015001110001 | | | |
| 24IT04000F9CXYAT8 | BA11223357 | | | | | |
| NOENS | BA11223358 | | | 24IT04000F9CXYAT5 | BA11223344 | |
| | | | | NOENS | BA11223345 | |
| | | | | | | 24SE00PP1122AABBCC |
| | | | | | | SUPPORTINGDOCUMENT |

If there is an exemption from ENS, enter NOENS instead of ENS-MRN and supplement with a transport document number.

| | |
|-------------------|------------|
| 24IT04000F9CXYAT5 | BA11223344 |
| NOENS | BA11223345 |

EU goods

When unloading EU goods you need to provide proof of union status, for this you can use PoUS MRN (see point a) or Supporting document (see point b).

a. Enter the PoUS MRN in the EU column.

| Non EU | | | | EU | | |
|---|--|--|--|---|--|--|
| Master Consignment | | | | House Consignment | | Proof of Union Status |
| *ENS reference on ENS master level <small>MANDATORY only when presenting non eu goods on master level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS master level <small>MANDATORY only when presenting non eu goods on master level</small> | Container number on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | Receiptile on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | *ENS reference on ENS house level <small>MANDATORY only when presenting non EU goods on house level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS house level <small>MANDATORY only when presenting non EU goods on house level</small> | *reference to Proof of Union Status, PoUS MRN or supporting document. <small>MANDATORY only when unloading EU goods</small> |
| 24IT04000F9CXYAT1 | BA11223355 | ABCD1234567 | | | | |
| 24IT04000F9CXYAT5 | BA11223356 | | 12GHTASESTOAAUR50015001110001 | | | |
| 24IT04000F9CXYAT8 | BA11223357 | | | | | |
| NOENS | BA11223358 | | | 24IT04000F9CXYAT5 | BA11223344 | |
| | | | | NOENS | BA11223345 | |
| | | | | | | 24SE00PP1122AABBCC |
| | | | | | | SUPPORTINGDOCUMENT |

- b. When using **supporting document**. Enter, for example, "SUPPORTINGDOCUMENT" in the EU column. Then upload the supporting document in the "Documentation" section in MSW Reportal.

| Non EU | | | | | EU | |
|---|--|--|---|---|--|-----------------------|
| Master Consignment | | | | House Consignment | | Proof of Union Status |
| *ENS reference on ENS master level <small>MANDATORY only when presenting non eu goods on master level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS master level <small>MANDATORY only when presenting non eu goods on master level</small> | Container number on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | Receiptle on ENS master level <small>use this ONLY when presenting parts of an ENS on master level</small> | *ENS reference on ENS house level <small>MANDATORY only when presenting non EU goods on house level (if Exempt from ENS use "NOENS")</small> | *Transport document number on ENS house level <small>MANDATORY only when presenting non EU goods on house level</small> | |
| 24IT04000F9CXYAT1 | BA11223355 | ABCD1234567 | | | | |
| 24IT04000F9CXYAT5 | BA11223356 | | 12GHTASESTOAAUR50015001110001 | | | |
| 24IT04000F9CXYAT8 | BA11223357 | | | | | |
| NOENS | BA11223358 | | | 24IT04000F9CXYAT5 | BA11223344 | |
| | | | | NOENS | BA11223345 | |
| | | | | | | 24SE00PP1122AABBCC |
| | | | | | | SUPPORTINGDOCUMENT |

Reference data

In this tab you shall not type anything. This is only a help to see what is possible to write or not. You can't change anything in this tab. Even if you can change something in the Excel the MSW Reportal won't recognize the change.